

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO.

9 February 1950

SUBJECT: Procedure for Delegating Authority to Individuals to Issue
Property Passes.

1. Paragraph 4 of Administrative Instruction No. dated 2 March 1949 provides in part that Services Division, AS, will furnish periodically to a list of persons authorized to sign Property Passes, Form No. RM-68, for removal of property from CIA occupied buildings. The present method, "memorandum list", is discontinued as of 1 February 1950. In lieu thereof a system of specimen signature card is established.

2. Outlined below is the procedure relative to the specimen signature card system:

a. Individuals authorized to sign Property Passes, Form No. RM-68, for removal of property from CIA occupied buildings will be designated, insofar as possible, by building.

b. A card, index, plain, white, size 3" x 5" listing the name, building, and signature of authorized individual (example of card below) will be prepared by Administrative and/or Accountable Officers and forwarded to the Chief, Services Division for approval and distribution to the Guard Force through the Security Branch.

Name
The undersigned is authorized to sign Property Passes, Form No. RM-68, for removal of property from _____ Building.
_____ Signature

c. The number of specimen signature cards required for each individual to cover distribution to the various CIA buildings is as follows:

cc: Property Pass file

Procedure file ✓

Orig. bucked to mgf
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issuance

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